

MEMORANDUM

DATE: October 5, 2022

FROM: Cody Ferguson, Community Planning Program Manager, Community MT Division,
Montana Department of Commerce

TO: CDBG Planning Grant applicants

SUBJECT: Clarifying CDBG Planning Grant Guidelines and Application RE: budgets, budget
narratives, grant request amounts, and total project costs

The purpose of this memo is to guide applicants on explaining the rationale or basis for proposed budget costs in the application (p. 21, Exhibit 2, Community Planning Grant Application). We are receiving an increasing number of applications requesting the full grant award of \$50,000 without justification for project costs. Our goal is to make the application process as effective and efficient as possible while being accountable for this program and public dollars. To provide justification for project costs, please provide the following information:

- Cost estimates including number of hours required to complete the project, hourly rates, and travel costs. If you have not yet procured a consultant to complete the planning activity, call around to a few firms and ask for some ballpark estimates of what the proposed activity might cost.
- The actual cost of similar projects you have completed in the past for comparison.
- Any unique aspects of the project that make it more or less expensive than similar projects in other communities.